



**UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH DAKOTA**

**VACANCY ANNOUNCEMENT 07-05**

---

---

**POSITION TITLE:** Administrative Services Specialist

**TYPE OF POSITION:** Regular, Full-time (40 hours per week)

**LOCATION:** Sioux Falls, South Dakota

**SALARY RANGE:** CL 26/1 - 26/61 (\$38,508 - \$62,636)

**STARTING SALARY RANGE:** \$38,508 - \$48,159 (*depending on qualifications and experience*)

**OPENING DATE:** Friday, June 22, 2007

**CLOSING DATE:** Friday, July 13, 2007

---

---

**Position Overview:**

The United States District Court for the District of South Dakota is seeking a full-time Administrative Services Specialist. The incumbent procures supplies, equipment, miscellaneous services, and furnishings for the court unit and judges' chambers, as needed. In addition, the incumbent specializes in processing travel authorizations and vouchers according to the travel provisions contained in the *Guide to Judiciary Policies and Procedures*.

**Representative Duties:**

- ◆ Procures supplies, equipment, miscellaneous services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts.
- ◆ Contracts for maintenance and repair of equipment and furniture.
- ◆ Prepares solicitations for quotations, task orders, best value and sole source procurements.
- ◆ Ensures adherence to the *Guide to Judiciary Policies and Procedures* on procurement practices.
- ◆ Coordinates with General Services Administration personnel on maintenance level related to working conditions. Prepares Reimbursable Work Authorizations (RWAs) when requested.
- ◆ Serves as travel coordinator for the court units. Processes travel authorizations and vouchers in accordance with applicable travel regulations.
- ◆ Assists the Financial Assistant with the daily accounts receivable. Responsible for vendor maintenance in FAS4T.
- ◆ Assists with space and facility issues.
- ◆ Other duties as assigned.

**Qualifications:**

To qualify for this position, a person must be a high school graduate, or the equivalent, and have a minimum one year specialized experience equivalent to work at a CL-25 level and three years of specialized experience. For placement at salary levels above minimum up to and including step 25, at least two years of specialized experience equivalent to work at a CL-25 level.

**Benefits:**

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

**Additional Information:**

- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Travel and relocation expenses will not be paid.
- Applicants must be U.S. Citizens or eligible to work in the United States.

## **Application Procedures:**

Applicants must submit an application (AO 78 - Application for Judicial Branch Federal Employment), letter of interest, salary history and résumé with contact information including e-mail address to:

Nicole R. Stadlman  
Human Resources Specialist  
U.S. District Court  
300 South Phillips Avenue, Suite 101  
Sioux Falls, South Dakota 57104-6323

**Note:** The application form (AO 078) is also available at [www.uscourts.gov](http://www.uscourts.gov). Click on Library, then on Forms.

*United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer and Clerk may elect to select a candidate from the original qualified applicant pool.*

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER***